

















Dear Occupant or Business Owner:

In an effort to prepare for incidents before they occur, we have developed a system called pre-planning, which will assist all personnel in having knowledge of the general layout and contents of all occupancies. It will be necessary to have the following information to complete a file that will be accessed should the need arise. Fire department plan review approvals are contingent upon obtaining the following listed information as follows in the form of a PDF file:

- A life safety/pre-plan sheetⁱ must be provided for review. This sheet must include the following information:
 - An Adobe PDF drawing to illustrate the following:
 -  Name and phone number of the business, building owner name, address and phone number
 -  Locate building in relation to the roadway by showing the street
 -  Materials stored and location of materials
 -  Hazardous materials stored and locations of materials, if applicable
 -  Location of electric panel
 -  Location of shunt/electrical shut off for the facility
 -  Location of water valve
 -  Location of fire sprinkler riser
 -  Location of gas meter
 -  Location of Knox-box
 -  Location of alarm panel and/or alarm annunciator panels
 -  Type of building construction
 -  Location of fire doors, if applicable
 -  Location of exits

If you have any questions regarding the requested information or the instructions above, please feel free to contact us.

Respectfully,

Steve Seddig

Chief Steve Seddig
Fire Marshal
Prevention/Community Risk Reduction Division

ⁱ Fire & Life Safety/Fire Final Inspections and Permits are not completed or issued until the above information has been received.